

PROOFREADING

Proofread your writing to see if you any words out.



During this three-hour workshop, we will discuss:

- Advantages
- Tools
- Methods
- Proofreading marks
- Five-Step Process for Proofreading

All sessions are from 1—4

Reserve your place for this three-hour workshop by contacting your training coordinator or faxing your registration form to:

Central Management Services
Agency Training Section
FAX # (217) 558-0048

Please note! Registration closes seven calendar days prior to each class. Because seating is limited, register early. Classes with less than ten registrants will be canceled.

**Visit our website at
www.state.il.us/cms/2_servicese_edu/
and click on the “Course
Schedule” link for current class dates,
times, and locations.**

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